

EFFECTIVE

November 1, 2012.

Subject(s)**DHS-1171, Assistance Application**

RFF 1171 is updated with the new version of the DHS-1171, Assistance Application. Previous editions are obsolete.

Local offices must distribute the new applications only after October 31, 2012. However, if a client submits an earlier version of the application, it must be accepted and registered with the date received to preserve the application date. A new application must be completed by either the client/authorized representative or the worker depending on the mode in which the interview is held.

Note: Elder Law of Michigan is currently revising the MiCAFE version of the DHS-1171 with the new changes. Continue to accept the MiCAFE application until the new one is changed in the near future. Do **not** require the MiCAFE client to complete a new application or a new interview.

Reason: Updated with new November policy.

Communication Plan: e-Blast.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

RFF 1171